



**CALIFORNIA REGIONAL INITIATIVE FOR SOCIAL ENTERPRISES PROGRAM  
TECHNICAL ASSISTANCE ENTITY - REQUEST FOR PROPOSALS**

The purpose of this announcement is to solicit applications from eligible organizations (“Program Lead”) to apply to administer a grant program for the State to provide technical assistance and support the distribution of grants for up to \$500,000.00 to eligible social enterprises that have completed the California Regional Initiative for Social Enterprises (CA:RISE) training program.

**Opening Date:** Tuesday February 28, 2023

**Closing Date:** Tuesday March 14, 2023 at 5:00 PM PST

**Proposals submitted after the stipulated deadline will be rejected without being evaluated with no exceptions.**

Office of the Small Business Advocate (CalOSBA)  
Governor’s Office of Business and Economic Development (GO-Biz)  
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Sacramento, CA 95814  
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## Introduction

The Office of the Small Business Advocate (CalOSBA) is administering a one-time grant through the California Regional Initiative for Social Enterprise Program ("Program"). The Program will award funds to select a technical assistance entity to provide training and technical assistance to Employment Social Enterprises and the certification of program participants as Employment Social Enterprises. A separate Request for Proposals will designate a fiscal agent for the Program who will be tasked with distributing competitive grants to participating ESEs who have technical assistance and/or certification from the Program Lead. The purpose of this Program is to accelerate economic mobility and inclusion for individuals that experience employment barriers.

## Background and Purpose

The California Regional Initiative for Social Enterprise Program (CA:RISE) was created in 2021 by Senate Bill No. 193 (Government Code Section 11788) to accelerate economic mobility and inclusion for individuals that experience employment barriers, the purpose of the program is to provide financial assistance and technical assistance to employment social enterprises.

The California employment social enterprise (ESE) ecosystem is ready to grow and can thrive with targeted investments and support. A stronger ESE ecosystem will lead to larger and more sustainable businesses in communities across the state, better economic outcomes for individuals with high barriers towards reintegrating into the workforce, and more natural connection points between key community stakeholders leading to more systemic, long-term progress. Specifically related to the latter point, there is an opportunity to better integrate government-run small business services with ESEs so as to make them increasingly competitive, and there is also an opportunity to better connect ESEs with local workforce boards and related entities so that they can better access the range of available programmatic funding and supports to ensure long-term viability. As ESEs grow, they'll be able to provide a larger pipeline of well-trained employees for the other small businesses in the state.

This program will provide grant capital paired with technical assistance in order to support the growth of ESEs in California, in service of the following outcomes:

1. More ESEs, and larger, more sustainable ESEs able to employ more individuals facing barriers to employment
2. Increased economic mobility and related pathways for ESE participant workers
3. Stronger ESE peer connection and communities of practice to support one another long-term
4. Increased integration of ESEs with available government-administered small business and programmatic services
5. Explicit and increased support directed towards traditionally overlooked ESEs

ESEs applying for this program can apply for support in one or more of the following areas:

- **Sustainable Growth:** investments in the ESE business to help improve financial strength and grow sustainably long-term, increasing the revenue earned and the number of people to be employed. This could mean support in a variety of different ways, from systems improvements to leadership development to marketing support.
- **Economic Mobility:** improving the economic outcomes, typically measured by income of individuals employed in ESEs, which can mean more credentialing, (pre)apprenticeship program access, other forms of direct upskilling and stabilization.

ESEs who are selected for this program will receive customized technical assistance and may be eligible to receive grant funding upon completion of the program. The technical assistance may come in the following forms and will be determined and coordinated by the Program Lead:

- Cohort-based technical assistance
- Direct, 1:1 technical assistance from the Program Lead
- Technical assistance from the Program Lead approved consultants
- Self-serve tools and templates provided by the Program Lead
- Peer-to-peer technical assistance

CA:RISE provides approximately twenty-five million dollars (\$25,000,000) in one-time grant funding to support eligible employment social enterprises through a combination of technical assistance and grants. CalOSBA is seeking a technical assistance entity to serve as the Program Lead for the training and technical assistance component of the Program for the State. Of the total program funding of \$25,000,000, up to \$6 Million will be reserved for the Program Lead.

The Program Lead will be an organization with a mission that primarily supports economic empowerment of individuals with barriers to employment. The Program Lead must also be capable of providing technical assistance for the Program.

The Program Lead will be tasked with providing technical assistance to ESEs. In addition, the Program Lead will work alongside the fiscal agent to support participants in meeting eligibility requirements for a competitive grant. The fiscal agent, not the program lead, will be tasked with application verification, approval and grant distribution.

One-time grants will be awarded to ESEs through a competitive grant process. Grants will be awarded to eligible ESEs on a competitive basis following certification from the Program Lead and grants will be accompanied by technical assistance with a value of up to 30 percent of the grant amount awarded to the ESE grantee. The technical assistance provided shall be in addition to the grant amount awarded.

## Priorities

Program Lead will be required to execute and meet the requirements of the California Regional Initiative for Social Enterprises Program as outlined in Chapter 7.3 (commencing with Section 11788) is added to Part 1 of Division 3 of Title 2 of the Government Code.

- A. The Program Lead will be an organization with a mission that primarily supports economic empowerment of individuals with barriers to employment by investing in and supporting employment social enterprises.
- B. The Program Lead will have extensive experience (15 years or more) providing grantmaking, grants management, advisory support, capacity building, technical assistance, leadership development, and impact lending to employment social enterprises. The Program Lead will have strategic partnerships with a network of employment social enterprises for implementation of CA:RISE.
- C. The Program Lead should have expertise in ESE business growth, ESE program support, including things like program design, retention programs and outcomes tracking, and ESE leadership development. Technical assistance offered by the Program Lead shall be provided for the duration of the grant period for purposes of growing employment social enterprises and underserved small business groups that are facing capital and opportunity gaps. The technical assistance to an employment social enterprise shall consist of evaluating the readiness of an employment social enterprise for sustainable growth across five areas: business model, program model, fundraising, operations, and human capital. The Program Lead will also work with ESEs to meet certification requirements needed to apply for a competitive grant.

## Definitions

Definitions that pertain to this Program Announcement are provided below.

- I. "Employment social enterprise" means a nonprofit or for-profit organization that meets all of the following requirements:
  - a. Is organized as a social purpose corporation or a benefit corporation, or as an organization incorporated within a larger organization that is a social purpose or benefit corporation.
  - b. Demonstrates evidence of a mission to provide and to access employment and social supports with on-the-job and life skills training to a direct labor force comprised of individuals with a "barrier to employment," as that phrase is defined in Section 3102 of Title 29 of the United States Code, as that section read on January 1, 2021
  - c. Is evidence-based and utilizes data-driven policies in implementing procedures and measuring outcomes

- d. Produces or assembles goods or provides services, or a combination of both
- e. Meets program requirements including:
  - i. Has a demonstrated track record of achieving specific outcomes related to economic inclusion, stability, and mobility that meets the following criteria:
    - 1. A clear and strong business model that demonstrates revenue growth and potential for further growth and scale
    - 2. A comprehensive and data-driven program model that supports a quality employment social enterprise job that prioritizes long-term outcomes for its employees and demonstrates strong results
    - 3. Strong leadership that presents a vision for the employment social enterprise that encompasses realistic growth, expansion, and deepening impact and demonstrates commitment to racial equality in the employment social enterprise
    - 4. It is in a stable financial position and possesses the capacity to work with a small business technical assistance center and to implement recommendations that are offered by a small business technical assistance center
  - II. "Program" means the California Regional Initiative for Social Enterprise Program
  - III. "Program Lead" means the organization, selected through this competitive process by CalOSBA, that implements the technical assistance component of the Program

## Key Outcome Metrics

Each outcome area has several associated key performance indicators (KPIs) as well as other factors that signal positive progress and effective funding. Where possible, KPIs will be assessed at program entry and at subsequent periods throughout the process to assess growth.

Outcome area	KPIs	Explanatory notes
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<p>A. More ESEs, and larger, more sustainable ESEs</p>	<ul style="list-style-type: none"> <li>● # of new businesses launched</li> <li>● # of participant workers employed</li> <li>● \$ earned revenue generated</li> <li>● % Increasing margins / cost coverage</li> <li>● % of businesses that incorporate and track key customer success metrics</li> </ul>	<ul style="list-style-type: none"> <li>● Customer success metrics might include things like Net Promoter Score</li> <li>● Margins may be gross or operating</li> </ul>
<p>B. Increased economic mobility and related pathways for ESE participant workers</p>	<ul style="list-style-type: none"> <li>● # Individuals exiting ESE into permanent employment</li> <li>● # Individuals promoted / receiving wage increases</li> <li>● change in participant worker wages (pre/post ESE)</li> <li>● # of credentials earned or apprenticeship participants</li> <li>● # of employer partnerships constructed with permanent employers</li> </ul>	
<p>C. Stronger local/regional ESE communities of practice</p>	<ul style="list-style-type: none"> <li>● # ESEs assisted</li> <li>● # of communities of practice constructed</li> <li>● Increase in support and solidarity among ESE leaders</li> </ul>	<ul style="list-style-type: none"> <li>● Require a pre and post survey from participants about the effectiveness of support received</li> </ul>

<p>D. Increased integration of ESEs with available government-administered small business and programmatic services</p>	<ul style="list-style-type: none"> <li>● # Program Lead-delivered trainings to SBA consultants and staff</li> <li>● # ESEs accessing new forms of workforce public funding or partnerships with government entities/programs</li> <li>● # Program Lead-delivered webinars or trainings aimed at workforce and social service agencies on whether/how to generate earned revenue through ESE</li> </ul>	<ul style="list-style-type: none"> <li>● SBA trainings – ESE 101; how to provide Technical Assistance to ESEs, etc.</li> <li>● Government funding could include Supplemental Nutrition Assistance Program Employment &amp; Training (SNAP E&amp;T), Workforce Innovation and Opportunity Act (WIOA), High Road Training Partnerships (HRTP), or other.</li> <li>● Government partnerships could include Workforce Development Boards (WDBs), California Department of Social Services (DSS), California Division of Apprenticeship Standards (DAS), or other</li> </ul>
<p>E. Encouraged support directed towards traditionally overlooked ESEs</p>	<ul style="list-style-type: none"> <li>● # Lived Experience (LE), rural, and/or disaster-impacted leaders served</li> <li>● \$ and TA invested in LE led ESEs</li> <li>● # ESEs served with &gt;=50% of participant workforce identifying as LE</li> <li>● Increase in support and solidarity among ESE leaders</li> <li>● Increase in leaders' feelings of optimism over their ESEs' prospects</li> </ul>	<ul style="list-style-type: none"> <li>● Require a pre and post survey from participants about the effectiveness of support received</li> </ul>



## Award Information

### Available Funding

CalOSBA/GO-Biz expects to issue \$25 Million in funding for the CA:RISE program, including up to \$6 Million to the Program Lead. The Program Lead, in turn, is expected to provide technical assistance to eligible ESEs and work with the fiscal agent to certify participant eligibility as part of the competitive grant process. Applicants will need to have the capacity and scalability to request the full funding amount to deploy statewide.

### Period of Performance

The agreement will be executed in April 2023, and the awarded amount of the Program funds to the Program Lead must be fully expended by March 31, 2024. During this period of performance, all funds must be exhausted, and all applicable reporting requirements satisfied. Any unused money by the Program Lead must be transferred back to the CalOSBA office by June 30, 2024.

### Funding Information

Funds provided under the Program must be used solely for the purposes stipulated in this Announcement and subsequently in the Agreement between CalOSBA/GO-Biz and the Program Lead. All costs proposed in an applicant's budget must meet the tests of allow-ability, allot-ability, and reasonableness.

This Program does not have a match requirement.

### Unallowable activities and expenditures

- Contract bonuses
- Rent and other fixed overhead expenses
- Travel expenses for per diem, lodging, meals or subsistence expenses
- Travel expenses for transportation (i.e., mileage, car rental, rail or air)
- Food and beverage
- Supplies not related to program implementation: supplies must be related to program-related consulting, training, program development, marketing, or research
- Indirect or overhead costs (The grant agreement is not subject to the model agreement provisions developed pursuant to Chapter 14.27 (commencing with Section 67325) of Part 40 of Division 5 of Title 3 of the Education Code)
- Other items that are banned by the State of California, GO-Biz or CalOSBA as deemed inappropriate or inconsistent with statutory or programmatic requirements

All costs incurred under the Program must meet the tests of reasonableness, allowability and allocability in accordance with the Program's allowable costs and grant agreement terms. All costs charged under the Program are subject to audit. Recipients

are responsible for ensuring proper management and financial accountability of state funds to preclude future cost disallowances.

### Funding Method

CalOSBA will process grant payments on a cost-reimbursement basis. CalOSBA will issue payments within forty-five (45) calendar days of receiving a complete, valid and undisputed invoice with all required documentation and reporting requirements.

CalOSBA will award one Program Lead up to \$6,000,000.00 based on evaluation of scores, feasibility, and budget reasonableness as defined in Funding Categories and in the application questions.

### Contract Execution

Selected fiscal agent will be required to complete the following forms in order to enter a fully executed contract with CalOSBA/GO-Biz:

- STD213 – State of California Standard Agreement
- STD204 – State of California Payee Data Record Form
- STD021 – State of California Drug-Free Workplace Certification Form
- Scope of Work
- Budget Details and Payment Provisions
- Budget Cost Breakdown
- State of California – Bidder Declaration
- State of California – DARFUR Contracting Act Compliance
- State of California – Contractor Certification Clauses (CCC)

Work may not begin until the contract has been executed.

## Eligibility Requirements

### Applicant Organization (Program Lead)

This grant opportunity is open to organizations that:

- Have a physical office located in California
- Have demonstrated experience providing technical assistance to ESEs in California.
- Are organized as a social purpose corporation or a benefit corporation, or as an organization incorporated within a larger organization that is a social purpose or benefit corporation.
- Demonstrate evidence of a mission to provide and to access employment and social supports with on-the-job and life skills training to a direct labor force

comprised of individuals with a "barrier to employment\*," as that phrase is defined in Section 3102 of Title 29 of the United States Code, as that section read on January 1, 2021

- Are evidence-based and utilize data-driven policies in implementing procedures and measuring outcomes
- Produce or assemble goods or provide services, or a combination of both
- Have a demonstrated track record of achieving specific outcomes related to economic inclusion, stability, and mobility that meets the following criteria:
  - A clear and strong business model that demonstrates revenue growth and potential for further growth and scale
  - A comprehensive and data-driven program model that supports a quality employment social enterprise job that prioritizes long-term outcomes for its employees and demonstrates strong results
  - Strong leadership that presents a vision for the employment social enterprise that encompasses realistic growth, expansion, and deepening impact and demonstrates commitment to racial equality in the employment social enterprise
  - It is in a stable financial position and possesses the capacity to work with a small business technical assistance center and to implement recommendations that are offered by a small business technical assistance center.
- Have a demonstrated interest and ability to participate in technical assistance projects for ESEs and implement recommendations from technical assistance to ESEs
- Have a demonstrated ability to connect state and local agencies, including, but not limited to, agencies in the workforce, social and health services, homelessness, and justice systems to better serve high-barrier populations and ensure greater system collaboration

*\*The term "individual with a barrier to employment" includes but not limited to a member of 1 or more of the following populations:*

- *Displaced homemakers*
- *Low-income individuals*
- *Individuals with disabilities, including youth who are individuals with disabilities*
- *Ex-offenders*
- *Homeless individuals (as defined in section 12473(6) of title 34), or homeless children and youths (as defined in section 11434a(2) of title 42)*
- *Youth who are in or have aged out of the foster care system*
- *Individuals who have low levels of literacy, and individuals facing substantial cultural barriers*
- *Eligible migrant and seasonal farmworkers, as defined in section 3222(i) of this title*
- *Long-term unemployed individuals*

## Participants: ESEs

Technical assistance provided by the awarded Program Lead will be available to California-based businesses or non-profits that are a social benefit corporation, ESE, or operate in an ESE-like manner and wish to improve capacity. The program is also open to businesses that are seeking to become a certified social purpose corporation or a benefit corporation. Participation is competitive.

Grants will be awarded to participant businesses on a competitive basis, and it is likely that not all participants of the program will be selected for a grant award.

An employment social enterprise must satisfy the following criteria to be eligible to receive a grant from the awarded Intermediary. Not all eligible businesses will necessarily receive an award:

1. Must meet the definition of an eligible employment social enterprise (see Definitions)
2. Verified participation in a technical assistance program through the Program Lead
3. ESEs that satisfy the following shall be given preference in the competitive grant process:
  - a. Are located in underserved regions of the state with characteristics such as rural, disaster-impacted, and low-wealth
  - b. Are led by people with lived experience, including, but not limited to, having been incarcerated, homeless, or engaged in substance misuse

Additional selection criteria include but is not limited to:

- Business strength: A clear and strong business model that demonstrates revenue growth and potential for further growth and scale
- Program strength: A comprehensive and data-driven program model that supports a quality employment social enterprise job that prioritizes long-term outcomes for its employees and demonstrates strong results (long term job employment retention)
- Leadership strength: Strong leadership that presents a vision for the employment social enterprise that encompasses realistic growth, expansion, and deepening impact and demonstrates commitment to racial equality in the employment social enterprise
- Operational strength: It is in a stable financial position, sufficiently staffed, and able to operate business and programs smoothly
- Organizational capacity: Possesses the capacity to work with Program Lead technical assistant and/or a small business technical assistance center to implement recommendations that are offered

## Oversight & Reporting Requirements

Upon approval of a grant award pursuant, CalOSBA shall issue a notice to the Program Lead that includes all the following:

- 1) The amount of the award
- 2) A requirement that the Program Lead periodically provide a performance report that includes all the following information:
  - a. The number of employment social enterprises consulted and trained
  - b. The amount of funds awarded to employment social enterprises
  - c. The size of employment social enterprises assisted based upon the number of employees at the time that those businesses were assisted, as reported by those assisted businesses, categorized based upon the size of the assisted business, as determined by the office
  - d. The city and county in which any assisted employment social enterprises are located
  - e. A narrative description of the system collaboration with state and local government agencies that the small business technical assistance center has developed to better serve people breaking through barriers to employment
  - f. Industry sectors of the employment social enterprises assisted, as reported by those businesses
  - g. A narrative description of how the funds awarded were used to expand services to employment social enterprises and to help employment social enterprises to expand, facilitate investment, and create jobs in California, including in rural communities, low-income communities, and disaster-impacted areas included in a state or federal emergency declaration or proclamation
  - h. The demographics of employment social enterprise leaders supported, including their race
  - i. The number of jobs created
  - j. The number of individuals employed and the demographics of social enterprise employees, including race and gender
- 3) A requirement that the program lead periodically provide a financial report that includes all the following information:
  - a. The name of any business consultant employed
  - b. The hourly rates of any business consultant employed
  - c. The cost of employment social enterprise training
  - d. The cost of administration and marketing
  - e. The duration of the assistance provided by the program lead
  - f. The start date of the assistance provided by the program lead
  - g. Program lead shall accept the performance and financial reporting requirements in this section as a condition of being designated as a program lead

- h. No more than 60 days following the completion of an agreement term pursuant to this chapter, a program lead shall provide a final written performance and financial report to the office consistent with the requirements of this section

CalOSBA/GO-Biz have the right to conduct a programmatic and financial review of any grant recipient and sub grant recipient documents related to this program. Notwithstanding the above, the third-party entity will maintain custody and control of these program related documents.

The Program will require awarded Program Lead to design verification processes and self-certifications and attestations to help ensure eligibility and equitable distribution and limit misuse.

Applicant will be required to provide narrative reports and detailed performance metrics achieved in delivering the California Regional Initiative for Social Enterprises Program. The interim and final reporting requirements and instructions will be shared with awarded Program Lead no later than May 1, 2023.

## Dates and Deadlines

All dates and deadlines as set forth in this Announcement and subsequent grantmaking agreement are non-negotiable and may not be extended.

Tuesday February 28, 2023 by 3:00 PM PST	RFP application period opens – <a href="https://calosba.ca.gov/grant-and-funding-opportunities/">https://calosba.ca.gov/grant-and-funding-opportunities/</a>
Monday March 6, 2023 by 12:00 PM PST	Deadline to submit questions
Wednesday March 8, 2023 by 5:00 PM PST	Answers to questions posted on <a href="https://calosba.ca.gov/grant-and-funding-opportunities/">https://calosba.ca.gov/grant-and-funding-opportunities/</a>
Tuesday March 14, 2023 at 5:00 PM PST	RFP application period closes – all submissions must be received via email at <a href="mailto:calosbaprograms@gobiz.ca.gov">calosbaprograms@gobiz.ca.gov</a> copying Program Manager <a href="mailto:cassie.fortes@gobiz.ca.gov">cassie.fortes@gobiz.ca.gov</a>
Friday, March 24, 2023 by 5:00 PM PST	Notice of Intent to Award sent to applicants
Tuesday, April 4, 2023 by 5:00 PM PST	Grant Agreement sent to selected entities
Tuesday, April 25, 2023 by 5:00 PM PST	Grant Agreement executed by CalOSBA and Program begins
June 30, 2024	All funds must be disbursed to eligible small businesses and Program must close

## Points of Contact

Questions and correspondence regarding this Announcement shall be directed to:

Primary Contact: Office of the Small Business Advocate (CalOSBA)  
Governor's Office of Business & Economic Development  
(GO-Biz)  
Email: [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov)  
Copy: [cassie.fortes@gobiz.ca.gov](mailto:cassie.fortes@gobiz.ca.gov)

All questions regarding this Announcement shall be submitted in writing (e-mail only) no later than **Monday March 6, 2023 by 12:00 PM PST** by emailing [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov) and copying the Program Manager, [cassie.fortes@gobiz.ca.gov](mailto:cassie.fortes@gobiz.ca.gov). Questions submitted after the deadline are not guaranteed to be answered. Selected questions and answers will be shared on the CalOSBA website (link [HERE](#)). Prospective applicants shall not contact CalOSBA or GO-Biz employees with questions or suggestions regarding this Announcement except through the primary contact listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the applicant.**

CalOSBA's determination as to eligibility for grant funding, or the amount of grant funding awarded, is not subject to appeal. CalOSBA reserves the ability to modify applicant budgets if included costs are deemed ineligible. A Program Lead and its fiscal host will be required to be in compliance with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by state law.

## Public Records Act

By submitting an application, the applicant acknowledges that GO-Biz is subject to the California Public Records Act (PRA) (Government Code section 6250 et. seq.). Consequently, materials submitted by an applicant to GO-Biz may be subject to a PRA request. In such an event, GO-Biz will notify the applicant, as soon as practicable, that a PRA request for the applicant's information has been received, but not less than five (5) business days prior to the release of the requested information to allow the applicant to seek an injunction. GO-Biz will work in good faith with the applicant to protect the information to the extent an exemption is provided by law, including but not limited to notes, drafts, proprietary information, financial information, and trade secret information. GO-Biz will also apply the "balancing test" as provided for under Government Code section 6255 to the extent applicable.

## Proposal Evaluation

One award will be made based on an evaluation criterion that reflect the applicant's ability to deliver strong support to ESEs, underserved small business groups, and communities through strong partnerships with community-based organizations and trusted community messengers. Preference will be given to organizations that propose robust training curriculums. CalOSBA reserves the right to take past performance into consideration when making funding decisions.

### Scoring Criteria

CalOSBA staff will score all the applications based on the total number of points received in the Proposal section below. CalOSBA reserves the right to request modifications based on outreach, marketing, and implementation plans provided within the proposal. Final grant award will be based on satisfactory curriculum, implementation, outreach, and marketing plans to ESEs.

CalOSBA may ask applicants for follow-up meetings to review and clarify design, technical and cost aspects of their proposals. This must not be construed as a commitment to fund the proposed effort.

### Disqualification

CalOSBA may disqualify applications or deny applications for the following reasons:

- A. Incomplete application
- B. Ineligible applicant
- C. Plagiarism, including but not limited to failure to cite one's own work or third-party work, duplicate applications, etc.
- D. Failure to comply with guidance as set forth in this Announcement
- E. Late applications will not be accepted

### Application and Submission Requirements

Proposal and attachments must be submitted in one email containing the following:

1. Proposal saved as .pdf
2. Budget saved as .xls – [Download template HERE](#)
3. Process Flow chart saved as .pdf (Intake through disbursement)

File Format: Organization Name\_CA\_RISE \_Proposal\_Date

Subject Line: Organization Name – CA RISE Proposal Submission

**Applicants must email all grant application materials to [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov) copying Program Manager [cassie.fortes@gobiz.ca.gov](mailto:cassie.fortes@gobiz.ca.gov). No mailed/hard copy submittals will be accepted. *No late applications will be accepted or considered under any circumstances. It is recommended that you submit your***



***application in advance of final deadline to receive a confirmation of receipt.***

**CalOSBA's determination as to eligibility for grant funding or the amount of grant funding awarded is final and not subject to appeal or protest. The determination of rejection for grant funding is final and not subject to appeal or protest.**

## Proposal

### SECTION I: Applicant Information

<b>Legal Name of Applicant:</b>	
<b>DBA (if applicable):</b>	
<b>Employer/Taxpayer Identification Number:</b>	
<b>Organizational DUNS (if available):</b>	
<b>Mailing Address (and physical address if it is different):</b>	
<b>Street 1:</b>	
<b>Street 2:</b>	
<b>City:</b>	
<b>County:</b>	
<b>State:</b>	California Only
<b>Zip Code:</b>	
<b>Name and Contact Information of person to be contacted regarding this application:</b>	
<b>First and Last Name:</b>	
<b>Title:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Website:</b>	

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Signature of Contact (E-signature is acceptable)

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Date

*By signing, I certify that the information in this application is true and correct to the best of my knowledge.*

## SECTION II: Narrative

Narrative responses must not be more than eight (8) pages total, 1.5-spaced, one-inch margin, Times New Roman, 12-point font. Total points available is 100.

1. Applicant Experience/Past Performance: Describe in detail the applicant's experience with designing, implementing, and managing training and consulting to ESEs. (15 points)
2. Implementation Plan: Provide overview of proposed CA:RISE Program Design including Application Process, Training, and consulting methodology. Please include plan to coordinate with the grantmaking third-party administrator (fiscal agent). This should include details on how the applicant will develop and implement the program including marketing and outreach, intake, translation/interpretation, training and consulting, grant eligibility evaluation, and supporting businesses through the third-party administrator application (fiscal agent) system. Applicants will be required to submit a flow chart and other relevant visuals or diagrams of curriculum design and program administration process including sample application form as attachments to the narrative response (see Attachment 2 in Section III below) (20 points)
  - a. Program Implementation Schedule: Provide a timeline including key milestones, proposed interim reporting timeline, and items that will be shared with CalOSBA (for example, initial reports, marketing collateral, etc). Outline a proposed schedule for this Program with deadlines for training and consulting. Describe the applicant's ability to achieve training outcomes that allow for timely disbursement of funds to ESE grantees within time allotted by March 31, 2024 (10 points)
  - b. Describe the technical assistance offered by the Program Lead to an employment social enterprise which consists of evaluating the readiness of an employment social enterprise for sustainable growth across five areas: business model, program model, fundraising, operations, and human capital. Include in your response how the technical assistance shall be provided for the duration of the grant period for purposes of growing employment social enterprises and underserved small business groups that are facing capital and opportunity gaps. (5 points)
    - i. Each grant to a participating ESE shall be accompanied by technical assistance provided by the Program Lead. The value of technical assistance provided to each grantee shall be up to 30 percent of the grant amount awarded to the grantee. The technical

assistance provided shall be in addition to the grant amount awarded.

3. Strategic Partnership and Outreach and Engagement Plan: Provide a statement regarding applicant's plan to leverage its existing technical assistance partnerships and outreach and engagement strategy as it relates to CA:RISE. Include how you will leverage local ESE networks to support Program efforts, especially marketing and outreach to reduce implementation costs. Examples of local external partnerships include nonprofits, community-based organizations, business associations, small business technical assistance centers, and trusted community messengers. Describe how the applicant has worked successfully in the past with ESE ecosystems, external partners and technical assistance providers to ensure ESEs applying for grants are connected to resources. (10 points)
4. Curriculum Design: Submit a description of the pre-funding training that the ESE participants will receive. Curriculum design must evaluate the readiness of an employment social enterprise for sustainable growth across five areas: business model, program model, fundraising, operations, and human capital. Describe the modules including the topics and allotted time as well as the knowledge acquisition validation methodologies, attendance requirements and certification process. Describe the applicant's past experience with offering comparable training programs to business founders. Supplemental curriculum information may be included as an attachment. (20 points)
5. Program Management/Staffing Plan: Provide key management and staffing plan to achieve proposed implementation schedule. Please include summary bios highlighting relevant experience in financial oversight, and knowledge/expertise training programs to ESEs and underserved small business groups. (See Attachment 4 in Section III below). (5 points)
6. Budget and Financial Management Systems:
  - a. Budget narrative to support the proposed budget submitted as Attachment 2 in Section III below (10 points)
  - b. Financial management and controls narrative (5 points)

### SECTION III: Attachments

Label each attachment and submit in the order listed.

1. Proposal saved as submitted .pdf
2. Proposed Budget submitted as excel - [Download template HERE](#)
3. Process flow chart and any other relevant visuals or diagrams of Program design and grants administration process including sample application process (submit as .pdf)

4. Organization Chart – include strategic partner roles and in-language services
5. STD204 – Payee Data Record Form – download this form at <https://calosba.ca.gov/wp-content/uploads/std204-calosbaprograms.pdf>
6. STD021 – Drug-Free Workplace Certification – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

## END ##